



JOB DESCRIPTION

Position Title: **Principal Analyst**

Working Title: **Contracts Administration Supervisor**

Class Code: 4909

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Specialized supervisory work developing and managing all contracts for professional services and construction contracts of the Seminole County Board of County Commissioners.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Highly responsible professional work supervising a contracts and compliance system. Position is responsible for the centralized management of all contracts not delegated to a specified department or authority. Duties are performed under the general supervision of the Purchasing Manager.

Directs and coordinates the activities of the Contracts Section, including the coordination, maintenance, and revisions of all County contracts to ensure financial, legal and functional requirements are met.

Develops and implements policies and procedures relating to contracts for professional services and construction.

Develops plans for accomplishment of assigned functions to meet priorities, deadlines and goals.

Evaluates contract requirements for scope of work, schedules, standardization, liability and legal consideration.

Directs and participates in formulating Request for Proposals, Request for Professional Services and Invitation to Bid for construction improvements and renovations.

Negotiates contract terms and pricing for professional services agreements.

Assists in the development and implementation of operating policies, procedures and programs affecting efficient service delivery through a centralized Purchasing Division.

Assists the Purchasing Manager to ensure that daily operations are in compliance with local, federal and State rules and regulations.

Assists the Purchasing Manager in the hiring, evaluation, termination procedures, disciplinary and/or commendatory actions of assigned personnel.

Represents the Purchasing Division in the Absence of the Purchasing Manager.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of legal terminology, contractual methods, contract requirements, and governmental budgetary policies and procedures. Knowledge of the negotiation process and governmental procurement laws and regulations. Knowledge of general procedures and practices of the construction industry, as well as Federal, State, and local, and EEO regulations, guidelines, and stipulations as they apply to securing and maintaining contracts.

Considerable ability to make independent judgment as to the quality of commodities based on factors other than price. Ability to organize, schedules, expedite, and set work priorities. Ability to communicate effectively, both orally and in writing, with vendors, department directors, architects, engineers, and contractors. Ability to maintain accurate vendor and departmental records.

Bachelor's Degree in Business or Public Administration, Accounting, or a closely related field and five (5) years progressively responsible experience in government contracts administration. Certification as a Certified Professional Contracts Manager is preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited Financial Disclosure" in the county of their residence.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.